BILL NO. S-92-02-05

SPECIAL ORDINANCE NO. S-43-92

AN ORDINANCE approving the awarding of Reference #5038 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and **PENCE-DICKENS & HEETER, INC.** for the Office Services Department.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That Reference #5038 between the City of Fort Wayne, by and through its Department of Purchasing and **PENCE-DICKENS & HEETER, INC.** for the Office Services Department, respectfully for:

the 1992 purchase of office supplies for the Office Services Department;

involving a total cost of Forty Thousand Nine Hundred Fifty-Seven and no/100± Dollars ($40,957.00±), all as more particularly set forth in said Reference #5038 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay, City Attorney

REF. NO.:	5038
DEPT:	OFFICE SERVICES
DATE:	02/05/92
ITEM/SERVICE:	OFFICE SUPPLIES
PURCHASING INFORMATION	
ADVERTISED BID:	YES
DATES ADVERTISED:	11/28/91 & 12/05/91
OPENING DATE:	12/19/91
WRITTEN QUOTE:	NO
DUE DATE:	
VERBAL QUOTE:	NO
SINGLE SOURCE:	NO
NO. OF VENDORS NOTIFIED:	15
NO. OF VENDORS RECEIVING BID:	7
NO. OF VENDORS RETURNING BID:	1
NO. OF VENDORS DISQUALIFIED:	0
NO. OF VENDORS NOT RESPONDING:	6
DATE SENT TO DEPT FOR RECOMM:	12/23/92
DATE RECOMMENDATION REC'D IN PURCH	02/04/92
COUNCIL INFORMATION	DATES SENT EXTENSION DATES
DATE INFO SENT TO LAW DEPT:	02/05/92
INTRODUCTION DATE:	02/11/92
DISCUSSION DATE:	02/18/92
PASSAGE DATE:	02/25/92
ORDINANCE NO:	
AMOUNT APPROVED AND/OR SPENT LAST YEAR:	

REFERENCE NO. 5038
OFFICE SUPPLIES
OFFICER SERVICES DEPARTMENT

ITEM NO	QTY	UNIT	P D H - SHREX	O'REILLY'S
1	15	EA	$14.00	$210.00	NO BID
2	1000	EA	$0.23	$230.00	
3	100	EA	$0.43	$43.00	
4	24	PKG	$2.82	$67.68	
5	24	PKG	$1.55	$37.20	
6	60	EA	$0.34	$20.40	
7	12	EA	$0.60	$7.20	
8	3	EA	$9.76	$29.28	
9	12	EA	$3.97	$47.64	
10	6	EA	$2.45	$14.70	
11	24	CAN	$5.35	$128.40	
12	36	EA	$1.55	$55.80	
13	24	EA	$0.52	$12.48	
14	24	EA	$1.38	$33.12	
15	24	EA	$1.52	$36.48	
16	24	EA	$2.18	$52.32	
17	12	EA	$2.18	$26.16	
18	100	EA	$1.79	$179.00	
19	200	EA	$1.08	$216.00	
20	200	EA	$1.10	$220.00	
21	50	EA	$1.95	$97.50	
22	50	EA	$4.90	$245.00	
23	100	EA	$3.75	$375.00	
24	48	EA	$2.90	$139.20	
25	12	EA	$16.30	$195.60	
26	300	EA	$2.90	$870.00	
27	50	EA	$2.90	$145.00	
28	6	PR	$0.65	$3.90	
29	6	PR	$3.80	$22.80	
30	2	BOX	$6.56	$13.12	
31	2	BOX	$7.04	$14.08	
32	2	BOX	$6.20	$12.40	
33	2	BOX	$6.68	$13.36	
34	8	EA	$3.65	$29.20	
35	5	EA	$5.05	$25.25	
36	5	EA	$8.10	$40.50	
37	5	EA	$6.70	$33.50	
38	5	EA	$8.59	$42.95	
39	3	EA	$8.05	$24.15	
40	5	EA	$10.89	$54.45	
41	10	PKG	$2.20	$22.00	
42	10	PKG	$0.85	$8.50	
43	10	PKG	$1.30	$13.00	
44	10	PKG	$3.30	$33.00	
45	10	PKG	$1.15	$11.50	
46	10	PKG	$1.45	$14.50	
47	10	PKG	$4.90	$49.00	

48	10	PKG	$1.70	$17.00
49	10	PKG	$3.40	$34.00
50	20	PKG	$0.70	$14.00
51	10	PKG	$0.74	$7.40
52	50	PKG	$0.32	$16.00
53	50	PKG	$0.47	$23.50
54	10	PKG	$0.87	$8.70
55	200	EA	$1.30	$260.00
56	100	EA	$1.60	$160.00
57	200	EA	$3.30	$660.00
58	100	EA	$8.00	$800.00
59	5	EA	$0.40	$2.00
60	5	EA	$1.00	$5.00
61	4	DOZ	$4.00	$16.00
62	24	EA	$0.90	$21.60
63	96	EA	$0.80	$76.80
64	48	A	$0.90	$43.20
65	12	PKG	$12.28	$147.36
66	24	EA	$5.00	$120.00
67	6	EA	$19.00	$114.00
68	7	GROSS	$112.32	$786.24
69	3	GROSS	$117.36	$352.08
70	1	GROSS	$117.36	$117.36
71	2	GROSS	$117.36	$234.72
72	2	DOZ	$64.80	$129.60
73	6	ROLLS	$0.45	$2.70
74	6	EA	$1.10	$6.60
75	6	EA	$1.10	$6.60
76	36	CAN	$2.05	$73.80
77	12	EA	$2.70	$32.40
78	12	EA	$3.90	$46.80
79	12	EA	$1.99	$23.88
80	12	EA	$5.70	$68.40
81	36	EA	$13.00	$468.00
82	50	EA	$5.94	$297.00
83	100	EA	$1.25	$125.00
84	24	EA	$6.50	$156.00
85	50	EA	$0.42	$21.00
86	4	BOX	$14.61	$58.44
87	1000	EA	$0.09	$90.00
88	5000	EA	$0.06	$300.00
89	1000	EA	$0.09	$90.00
90	500	EA	$0.09	$45.00
91	2000	EA	$0.04	$80.00
92	2000	EA	$0.05	$100.00
93	2000	EA	$0.15	$300.00
94	10000	EA	$0.05	$500.00
95	24	EA	$0.24	$5.76
96	24	EA	$0.30	$7.20
97	24	EA	$0.48	$11.52
98	1	GROSS	$5.76	$5.76
99	50	EA	$1.17	$58.50
100	50	EA	$1.75	$87.50
101	50	EA	$1.50	$75.00
102	15	BOX	$9.50	$142.50
103	15	BOX	$10.40	$156.00

104	50	BOX	$4.00	$200.00
105	50	BOX	$5.00	$250.00
106	200	BOX	$5.90	$1,180.00
107	150	BOX	$7.10	$1,065.00
108	300	BOX	$7.70	$2,310.00
109	36	EA	$1.10	$39.60
110	60	EA	$1.15	$69.00
111	6	BOX	$9.00	$54.00
112	6	BOX	$10.90	$65.40
113	6	BOX	$6.10	$36.60
114	6	BOX	$7.30	$43.80
115	500	EA	$0.56	$280.00
116	500	EA	$0.65	$325.00
117	800	EA	$0.65	$520.00
118	500	EA	$0.74	$370.00
119	500	EA	$0.76	$380.00
120	500	EA	$0.82	$410.00
121	24	EA	$6.70	$160.80
122	24	EA	$5.10	$122.40
123	125	EA	$0.09	$11.25
124	12	EA	$0.92	$11.04
125	24	BOX	$0.49	$11.76
126	24	PKG	$4.30	$103.20
127	12	PKG	$3.15	$37.80
128	300	PKG	$0.33	$99.00
129	12	PKG	$1.85	$22.20
130	100	PKG	$5.60	$560.00
131	100	PKG	$5.30	$530.00
132	200	PKG	$0.98	$196.00
133	50	BOX	$9.00	$450.00
134	25	BOX	$18.50	$462.50
135	100	PKG	$1.35	$135.00
136	12	BOX	$12.28	$147.36
137	24	EA	$0.35	$8.40
138	75	EA	$1.52	$114.00
139	48	EA	$3.30	$158.40
140	48	EA	$5.90	$283.20
141	72	EA	$4.65	$334.80
142	5	PKG	$2.00	$10.00
143	5	PKG	$2.65	$13.25
144	10	PKG	$4.00	$40.00
145	5	PKG	$3.00	$15.00
146	3	GROSS	$4.32	$12.96
147	3	GROSS	$7.92	$23.76
148	1	GROSS	$23.04	$23.04
149	1	GROSS	$3.60	$3.60
150	1	GROSS	$9.30	$9.30
151	36	EA	$0.55	$19.80
152	1000	BOX	$0.10	$100.00
153	500	BOX	$0.29	$145.00
154	10	BOX	$0.75	$7.50
155	10	BOX	$0.85	$8.50
156	36	BOX	$1.40	$50.40
157	24	EA	$4.50	$108.00
158	20	EA	$4.80	$96.00
159	12	EA	$0.95	$11.40

160	10	GROSS	$30.24	$302.40
161	10	GROSS	$56.88	$568.80
162	20	GROSS	$46.08	$921.60
163	2	DOZ	$0.49	$0.98
164	1	GROSS	$2.28	$2.28
165	1	GROSS	$25.80	$25.80
166	2	GROSS	$21.24	$42.48
167	10	GROSS	$5.88	$58.80
168	24	TUBE	$0.45	$10.80
169	50	TUBE	$0.60	$30.00
170	100	TUBE	$0.41	$41.00
171	24	EA	$1.30	$31.20
172	10	EA	$9.00	$90.00
173	12	EA	$21.60	$259.20
174	6	EA	$12.85	$77.10
175	3	GROSS	$36.72	$110.16
176	10	GROSS	$36.72	$367.20
177	10	GROSS	$68.40	$684.00
178	5	GROSS	$68.40	$342.00
179	6	GROSS	$10.80	$64.80
180	25	GROSS	$10.80	$270.00
181	1	GROSS	$104.40	$104.40
182	1	GROSS	$87.12	$87.12
183	1	GROSS	$31.68	$31.68
184	10	GROSS	$31.68	$316.80
185	2	GROSS	$10.80	$21.60
186	1	GROSS	$10.80	$10.80
187	6	GROSS	$75.60	$453.60
188	5	GROSS	$43.20	$216.00
189	24	EA	$2.30	$55.20
190	24	EA	$3.10	$74.40
191	2	GROSS	$36.72	$73.44
192	3	GROSS	$73.44	$220.32
193	3	GROSS	$33.00	$99.00
194	2	GROSS	$57.60	$115.20
195	10	GROSS	$86.40	$864.00
196	5	GROSS	$105.84	$529.20
197	48	SHT	$0.33	$15.84
198	24	BOX	$0.65	$15.60
199	48	BOX	$5.50	$264.00
200	24	EA	$12.50	$300.00
201	10	EA	$7.50	$75.00
202	24	BOX	$3.00	$72.00
203	500	EA	$0.23	$115.00
204	600	EA	$0.32	$192.00
205	1000	EA	$0.21	$210.00
206	200	EA	$0.16	$32.00
207	50	EA	$0.16	$8.00
208	50	EA	$0.98	$49.00
209	450	EA	$0.79	$355.50
210	50	EA	$2.47	$123.50
211	20	BOOK	$18.07	$361.40
212	10	BOOK	$35.14	$351.40
213	24	EA	$9.85	$236.40
214	12	EA	$11.00	$132.00
215	20	BOX	$1.45	$29.00

216	100	BOX	$0.40	$40.00
217	24	EA	$0.50	$12.00
218	24	EA	$0.70	$16.80
219	12	EA	$0.80	$9.60
220	24	EA	$3.75	$90.00
221	24	EA	$2.95	$70.80
222	50	EA	$2.32	$116.00
223	40	BOX	$3.00	$120.00
224	12	EA	$1.35	$16.20
225	24	EA	$1.05	$25.20
226	48	EA	$1.15	$55.20
227	12	EA	$1.59	$19.08
228	100	EA	$0.29	$29.00
229	12	EA	$14.63	$175.56
230	100	EA	$11.64	$1,164.00
231	300	BOX	$0.50	$150.00
232	10	BOX	$1.79	$17.90
233	3	GROSS	$0.45	$1.35
234	2	GROSS	$3.85	$7.70
235	2	GROSS	$4.35	$8.70
236	24	BOX	$0.60	$14.40
237	12	BOX	$0.60	$7.20
238	48	ROLL	$4.80	$230.40
239	24	ROLL	$9.60	$230.40
240	48	ROLL	$2.70	$129.60
241	24	ROLL	$2.50	$60.00
242	100	ROLL	$2.75	$275.00
243	72	ROLL	$1.25	$90.00
244	72	ROLL	$2.55	$183.60
245	600	ROLL	$1.60	$960.00
246	1	ROLL	$10.00	$10.00
247	12	PKG	$5.00	$60.00
248	12	PKG	$5.00	$60.00
249	12	PKG	$5.00	$60.00
250	6	EA	$11.39	$68.34
251	24	EA	$4.35	$104.40
252	48	EA	$0.30	$14.40
253	96	EA	$0.30	$28.80
254	300	BOOK	$2.90	$870.00
255	20	GROSS	$12.96	$259.20
256	25	EA	$3.50	$87.50
257	12	BOX	$0.40	$4.80
258	10	BOX	$26.20	$262.00
259	72	EA	$1.55	$111.60
260	10	EA	$1.90	$19.00
261	10	EA	$2.19	$21.90
				$40,956.89

FRONT PAGE/INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
PHONE 219-427-1101

BID OPENING DATE DECEMBER 19, 1991 BID REFERENCE # 5038

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER".

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES FOR THE YEAR 1992 PER SPECIFICATIONS

AND REQUESTED BY OFFICE SERVICES DEPARTMENT

THIS BID REQUIRES A XXX $1000.00 BID BOND, CERTIFIED OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: _____ % IF PAID WITHIN _____ DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME Pence-Dickens & Heeter, Inc.

STREET ADDRESS 2100 Goshen Road, Suite 6

CITY Fort Wayne PHONE # 219-484-7341

BY Richard L. Wallace
REPRESENTATIVE SIGNATURE Richard Wallace

Prescribed by the State Board of Accounts

Form No. 95 (Revised 1987)

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: December 17, 1991

1. Governmental Unit: City of Fort Wayne
2. County: Allen
3. Bidder (Firm): Pence-Dickens & Heeter, Inc.
   Address: 2100 Goshen Road, Suite 6
   City/State: Fort Wayne, IN 46808
4. Telephone Number: 219-484-7341
5. Agent of Bidder (If applicable):

Pursuant to notices given, the undersigned offers bid(s) to City of Fort Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Richard Wallace
Signature of Bidder or Agent
Richard Wallace

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
) SS:
Allen COUNTY)

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Pence-Dickens & Heeter, Inc.
Bidder (Firm)

Richard Wallace
Signature of Bidder or Agent

Subscribed and sworn to before me this 17th day of December, 1991.

Mary A. Moore
Notary Public

My Commission Expires: 7-1-94

County of Residence: St. Joseph

Mary A. Moore
Notary Public Printed Name

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Date: _____

Contracting Authority Members:

_____ _____

_____ _____

_____ _____

INE	QUANTITY	ITEM	UNIT PRICE
	15 ea.	ACCOUNT BOOK - 150 PGS - LEDGER, JOURNAL OR RECORD - BOORUM & PEASE 67-1/8	14.00 EA
	1000 ea.	ADDING MACHINE TAPE - 2 1/4" WIDE	.23 EA
	100 ea.	ADDING MACHINE TAPE - 3" WIDE	.43 EA
	24 pkgs.	ADDING MACHINE TAPE - THERMAL CALCULATOR PAPER, LABELON CR-722 - 3/pkg	2.82 PKG
	24 pkgs.	ADDING MACHINE TAPE - THERMAL CALCULATOR PAPER, LABELON CR-022 - 3/pkg	1.55 PKG
	60 ea.	ADHESIVE - GLUE STIK BY DENNISON - .26 OZ.	.34 EA
	12 ea.	ADHESIVE - RUBBER CEMENT - CARTER'S 4 OZ. BOTTLES	.60 EA
	3 ea.	ADHESIVE - RUBBER CEMENT - CARTER'S ONE GALLON CONTAINERS	9.76 EA
	12 ea.	ADHESIVE - RUBBER CEMENT EMPTY PINT JAR W/ APPLICATOR BRUSH	3.97 EA
0	6 ea.	ADHESIVE - RUBBER CEMENT THINNER - CARTER'S ONE QUART BOTTLES	2.45 EA
1	24 cans	ADHESIVE - SCOTCH SPRAY MOUNT - 13.5 OZ. - #R8-6065	5.35 EA
2	36 ea.	ADHESIVE - SUPER GLUE, ELMERS WONDER BOND PLUS - .10 OZ.	1.55 EA
3	24 ea.	ADHESIVE - WHITE GLUE, ELMERS GLUE-ALL, 2 OZ.	.52 EA
4	24 ea.	ANALYSIS PADS - 8 1/2 X 11 - SIDE BND. 3 HOLE - 2..14 COLUMNS WJ7200..7214	1.38 EA
5	24 ea.	ANALYSIS PADS - 8 1/2 X 11 - SIDE BND. 3 HOLE - 2..14 COL W/DESC. WJ7502..1	1.52 EA
6	24 ea.	ANALYSIS PADS - 8 1/2 X 11 W/DESCRIPTION - TOP BOUND -WJ G7600 SERIES	2.18 EA
7	12 ea.	ANALYSIS PADS - 8 1/2 X 14 W/DESCRIPTION - TOP BOUND - WJ G7600 SERIES	2.18 EA
8	100 ea.	BINDER, 3 RING - 1.5" RING 8 1/2 X 11 - CARDINAL - 00400 - INSIDE POCKET	1.79 EA
9	200 ea.	BINDER, 3 RING - 5/8" RING - 8 1/2 X 11 - CARDINAL -00100 (ASST'D COLORS)	1.08 EA
0	200 ea.	BINDER, 3 RING- 1" RING - 8 1/2 X 11 - NATIONAL BRAND 67-000 (ASST'D COLORS	1.10 EA
1	50 ea.	BINDER, 3 RING- 2" RING - 8 1/2 X 11 - NATIONAL 67-000 - INSIDE POCKET	1.95 EA
2	50 ea.	BINDER, 3 RING- 3" RING - 8 1/2 X 11 - NATIONAL E Z D / CARDINAL XV600	4.90 EA
3	100 ea.	BINDER, 3 RING-3" RING - 8 1/2 X 11 - NATIONAL BRAND 67-.../CARDINAL 0600	3.75 EA
4	48 ea.	BINDER, DATA - WILSON JONES 11-9511 VARIOUS COLORS, 9 1/2 X 11"	2.90 EA
5	12 ea.	BINDER, POST - WILSON JONES 241-40N	16.30 EA
6	300 ea.	BINDERS, DATA - WILSON JONES, 14 7/8 X 11, FLEXSTEEL POST WJ11-1411 COLORS	2.90 EA
7	50 ea.	BINDERS, DATA - WILSON JONES, 9 1/2 X 11, FLEXSTEEL POST WJ11-9511 COLORS	2.90 EA
8	6 pr.	BOOK ENDS - METAL - 5"	.65 PR

2

29	6 pr.	BOOK ENDS - METAL - 9"	3.80	PR
30	2 bxs.	CARBON PAPER - BLACK - 8 1/2 X 11 - FOR TYPEWRITER, NU-KOTE NK11 1/2	6.56	BX
31	2 bxs.	CARBON PAPER - BLACK - 8 1/2 X 14 - FOR TYPEWRITER, NU-KOTE NK14 1/2	7.04	BX
32	2 bxs.	CARBON PAPER - BLACK - 8 1/2 X 11 - PEN & PENCIL, NU-KOTE B6010-11	6.20	BX
33	2 bxs.	CARBON PAPER - BLACK - 8 1/2 X 14 - PEN & PENCIL NU-KOTE B6010-14	6.68	BX
34	8 ea.	CARD FILE BOXES - METAL - 3 X 5 X 3 - GLOBE WEISS #533	3.65	EA
35	5 ea.	CARD FILE BOXES - METAL - 3 X 5 X 6 - GLOBE WEISS #653	5.05	EA
36	5 ea.	CARD FILE BOXES - METAL - 3 X 5 X 8 - GLOBE WEISS #835	8.10	EA
37	5 ea.	CARD FILE BOXES - METAL - 4 X 6 X 4 - GLOBE WEISS #644	6.70	EA
38	5 ea.	CARD FILE BOXES - METAL - 4 X 6 X 6 - GLOBE WEISS #664	8.59	EA
39	3 ea.	CARD FILE BOXES - METAL - 5 X 8 X 4 - GLOBE WEISS #855	8.05	EA
40	5 ea.	CARD FILE BOXES - METAL - 5 X 8 X 8 - GLOBE WEISS #858	10.89	EA
41	10 pkgs.	CARD GUIDES - 3 X 5 - 1/3 CUT - PLAIN BLANK TAB - SMEAD G3-523	2.20	PKG
42	10 pkgs.	CARD GUIDES - 3 X 5 - ALPHA - PLAIN TABS - BUFF - SMEAD G3-525-25	.85	PKG
43	10 pkgs.	CARD GUIDES - 3 X 5 - BUFF - ALPHA - VINYL COLORED TABS - SMEAD F2-53-25MC	1.30	PKG
44	10 pkgs.	CARD GUIDES - 4 X 6 - 1/3 CUT - PLAIN BLANK TAB - SMEAD G3-623	3.30	PKG
45	10 pkgs.	CARD GUIDES - 4 X 6 - ALPHA - PLAIN TABS - BUFF - SMEAD G3-625-25	1.15	PKG
46	10 pkgs.	CARD GUIDES - 4 X 6 - BUFF - ALPHA - VINYL COLORED TABS - SMEAD F2-42-25MC	1.45	PKG
47	10 pkgs.	CARD GUIDES - 5 X 8 - 1/3 CUT - PLAIN BLANK TAB - SMEAD G3-823	4.90	PKG
48	10 pkgs.	CARD GUIDES - 5 X 8 - BUFF - ALPHA - VINYL COLORED TABS - SMEAD F2-85-25MC	1.70	PKG
49	10 pkgs.	CARD GUIDES-TABULATING - 7 3/8 X 3 1/4 - 1/5 CUT - SMEAD G3-TA25	3.40	PKG
50	20 pkgs.	CARDS - ROLODEX, PLAIN WHITE - 2 1/4 X 4	.70	PKG
51	10 pkgs.	CARDS - ROLODEX, PLAIN WHITE - 3 X 5	.74	PKG
52	50 pkgs.	CARDS/INDEX - WHITE RULED/PLAIN - 3 X 5 (1,000/BOX)	.32	PKG
53	50 pkgs.	CARDS/INDEX - WHITE RULED/PLAIN - 4 X 6 (1,000/BOX)	.47	PKG
54	10 pkgs.	CARDS/INDEX - WHITE RULED/PLAIN - 5 X 8 (500/BOX)	.87	PKG
55	200 ea.	CASSETTE TAPES - SCOTCH #542-60 - 60 MINUTES	1.30	EA
56	100 ea.	CASSETTE TAPES - SCOTCH #542-90 - 90 MINUTES	1.60	EA
57	200 ea.	CASSETTE TAPES - SCOTCH #543, MICRO, 60 MINUTES	3.30	EA

58	100 ea.	CASSETTE TAPES - SCOTCH #543, MICRO, 90 MINUTES / PANASONIC/SONY	8.00	EA
59	5 ea.	CHALK - ANTI-DUST - like CRAYOLA T2-1402	.40	BX
60	5 ea.	CHALK ERASERS like WEBER COSTELLO TS-804-526	1.00	EA
61	4 dzn.	CHINA MARKER BY BEROL, ASSORTED COLORS #164 - 174	4.00	DZN
62	24 ea.	CLIPBOARD - 6 X 9	.90	EA
63	96 ea.	CLIPBOARD - 9 X 12 1/2	.80	EA
64	48 ea.	CLIPBOARD - 9 X 15 1/2	.90	EA
65	12 pkgs.	COLUMNAR SHEETS - 9 1/4 X 11 7/8 - WHITE, WJ 10-2..10-FR	12.28	PKG
66	24 ea.	COPY HOLDERS - METAL - 7 X 9 1/2 - LIBERTY 76	5.00	EA
67	6 ea.	COPY HOLDERS - METAL - 9 X 14" - WILSON JONES W9B	19.00	EA
68	7 gross	CORRECTION FLUID - WITE OUT - VAPORSAFE	112.32	GR
69	3 gross	CORRECTION FLUID - LIQUID PAPER FOR COPIES	117.36	GR
70	1 gross	CORRECTION FLUID - LIQUID PAPER ASSORTED COLORS	117.36	GR
71	2 gross	CORRECTION FLUID - LIQUID PAPER PEN & INK	117.36	GR
72	2 dzn.	CORRECTION FLUID THINNER - LIQUID PAPER	64.80	DZN
73	6 rolls	CORRECTION TAPE - ADHESIVE - 1/6" WIDE - AVERY CR16	.45	RL
74	6 ea.	DATE STAMP - PULLMAN PD-1	1.10	EA
75	6 ea.	DATE STAMP - PULLMAN PD-2	1.10	EA
76	36 cans	DESK CLEANER - 3M DESK & OFFICE CLEANER	2.05	EA
77	12 ea.	DESK ORGANIZER - STERLING DESKMATE, SMOKE #28890	2.70	EA
78	12 ea.	DESK ORGANIZER - STERLING DESK-MATE II, SMOKE #38890	3.90	EA
79	12 ea.	DESK ORGANIZER - STERLING TOP DRAWER, SMOKE #29990	1.99	EA
80	12 ea.	DESK PADS - 19 X 24 - GREEN, BROWN OR BLACK WITH PADDED CORNERS - GOLD BORD	5.70	EA
81	36 ea.	DESK TOP ORGANIZER - VERTICAL STEEL FILE 6 COMPARTMENTS, BLACK - GW 306	13.00	EA
82	50 ea.	DESK TRAYS - LEGAL SIZE - STACKABLE - ELDON 1604	5.94	EA
83	100 ea.	DESK TRAYS - LETTER SIZE - STACKABLE - ELDON 1600	1.25	EA
84	24 ea.	EASEL PADS - 27 X 34 - PERFORATED, 50 SHEETS PER PAD	6.50	EA
85	50 ea.	ENVELOPE MOISTENERS - PLASTIC TUBE W/ SPONGE END	.42	EA
86	4 bxs.	ENVELOPES - OFFICIAL SIZE #12 - MANILA - 28 sub. - 500/BX	14.61	BX

17	1000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 7 1/2 X 10 1/2	.09	EA
18	5000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 10 X 13	.06	EA
19	1000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 11 1/2 X 14 1/2	.09	EA
20	500 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 12 X 15 1/2	.09	EA
21	2000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 6 X 9	.04	EA
22	2000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 9 1/2 X 14 1/2	.05	EA
23	2000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 10 X 15	.15	EA
24	10000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 9 X 12	.05	EA
25	24 ea.	ERASERS - EBERHARD FABER PINK PEARL #100	.24	EA
26	24 ea.	ERASERS - FABER-CASTELL - ART GUM	.30	EA
27	24 ea.	ERASERS - FABER-CASTELL - MAGIC RUB	.48	EA
28	1 gross	ERASERS - PENCIL TIP WEDGE	5.76	GR
29	50 ea.	EXPANDING WALLETS - 3 1/2" EXPANDING - 9 1/2 X 11 3/4 - SMEAD 1053E	1.17	EA
00	50 ea.	EXPANDING WALLETS - 3 1/2" EXPANDING - 10 X 15 - SMEAD M6-1056	1.75	EA
01	50 ea.	EXPANDING WALLETS - 5 1/4" EXPANDING - 9 1/2 X 11 3/4 - SMEAD 1073G	1.50	EA
02	15 bxs.	FILE FOLDERS - HANGING - BOX BOTTOM - PENDAFLEX / SMEAD	9.50	BX
03	15 bxs.	FILE FOLDERS - HANGING - BOX BOTTOM - PENDAFLEX / SMEAD	10.40	BX
04	50 bxs.	FILE FOLDERS - LETTER SIZE HANGING - PENDAFLEX / SMEAD	4.00	BX
05	50 bxs.	FILE FOLDERS - LEGAL SIZE HANGING - PENDAFLEX / SMEAD	5.00	BX
06	200 bxs.	FILE FOLDERS - TWO-PLI TOP FOLDERS-11PT - SMEAD F1-2-150L, 153L, 155L	5.90	BX
07	150 bxs.	FILE FOLDERS - TWO-PLI TOP FOLDERS-11PT - SMEAD F1-2-150C, 153C, 155C	7.10	BX
08	300 bxs.	FILE FOLDERS - TWO-PLI END TAB - STRAIGHT CUT - SMEAD ET2-150L	7.70	BX
09	36 ea.	FILE FRAMES FOR 8 1/2 X 11 FILE CABINETS	1.10	EA
10	60 ea.	FILE FRAMES FOR 8 1/2 X 14 FILE CABINETS	1.15	EA
11	6 bxs.	FILE GUIDES - PRESSBOARD - 8 1/2 X 11 - METAL TAB W/O EYELET - SMEAD S1151-	9.00	BX
12	6 bxs.	FILE GUIDES - PRESSBOARD - 8 1/2 X 14 - METAL TAB W/O EYELET - SMEAD S2151-	10.90	BX
13	6 bxs.	FILE GUIDES - PRESSBOARD - 8 1/2 X 11 - ALPHA - VINYL TAB - OXFORD G7-PN925	6.10	BX
14	6 bxs.	FILE GUIDES - PRESSBOARD - 8 1/2 X 14 - ALPHA - VINYL TAB - OXFORD G7-PN102	7.30	BX
15	500 ea.	FILE POCKETS - 1 3/4" EXPANSION - 8 1/2 X 11 - WILSON JONES #62	.56	EA

116	500 ea.	FILE POCKETS - 1 3/4" EXPANSION - 8 1/2 X 14 - WILSON JONES #72	.65	EA
117	800 ea.	FILE POCKETS - 3 1/2" EXPANSION - 8 1/2 X 11 - WILSON JONES #64	.65	EA
118	500 ea.	FILE POCKETS - 3 1/2" EXPANSION - 8 1/2 X 14 - WILSON JONES #74	.74	EA
119	500 ea.	FILE POCKETS - 5 1/4" EXPANSION - 8 1/2 X 11 - WILSON JONES #66	.76	EA
120	500 ea.	FILE POCKETS - 5 1/4" EXPANSION - 8 1/2 X 14 - WILSON JONES #76	.82	EA
121	24 ea.	FILES - INDEXED EXPANDING, ALPHA, MONTHLY, 1-31, 15" X 10" - SMEAD 219	6.70	EA
122	24 ea.	FILES - INDEXED EXPANDING, ALPHA, MONTHLY, 1-31, 12" X 10"- SMEAD 217	5.10	EA
123	125 ea.	FINGER TIPS - RUBBER - SIZES 11 - 14	.09	EA
124	12 ea.	FINGERTIP MOISTENERS - SORTKWIK #10400 - 1 OZ. (NON-SKID BACK)	.92	EA
125	24 bxs.	INDEX - TABS, FOR HANGING FILE FOLDERS - PLASTIC, PENDAFLEX #42	.49	BX
126	24 pkgs.	INDEX FOR POST BINDERS - 9 1/4 X 11 7/8 - WILSON JONES 504-40M **	4.30	PKG
127	12 pkgs.	INDEXES - 3 RING 1-31 TABS, 8 1/2" X 11" - AVERY C213-31	3.15	PKG
128	300 pkgs.	INDEXES - 3-RING INSERTABLE TABS , CLEAR AND COLORED - NATIONAL 23-984 & 98	.33	PKG
129	12 pkgs.	INDEXES - 3RING ALPHA TABS, 8 1/2 X 11" - WILSON JONES 531-13M	1.85	PKG
130	100 pkgs.	LABELS - COPIERS & LASER PRINTERS - 2 5/8 X 1" - AVERY 5260 **	5.60	PKG
131	100 pkgs.	LABELS - COPIERS & LASER PRINTERS - 2" X 4" - DENNISON 37-124	5.30	PKG
132	200 pkgs.	LABELS - FILE FOLDER - ASSTD. COLORS, DENNISON 43-771....	.98	PKG
133	50 bxs.	LABELS - FOR COMPUTER PRINTERS, 15/16 X 3 1/2 - 1 WIDE - AVERY 4013 5000/BO	9.00	BX
134	25 bxs.	LABELS - FOR COMPUTER PRINTERS, 15/16 X 3 1/2 - 2 WIDE - AVERY 4030 10000/B	18.50	BX
135	100 pkgs.	LABELS - SELF-ADHESIVE - 2 X 4 - DENNISON 43-560	1.35	PKG
136	12 bxs.	LEDGER SHEETS - 9 1/2 X 11 7/8 - WHITE OR GREEN - WILSON JONES G10-2...G10-	12.28	BX
137	24 ea.	LETTER OPENERS - METAL - MEDIUM PRICED	.35	EA
138	75 ea.	NOTEBOOKS - NATIONAL KOLOR KRAFT 33-706	1.52	EA
139	48 ea.	PAD HOLDER W/ CLIP - 5 X 8 - HAZEL 535, BLACK, BROWN, BURGUNDY	3.30	EA
140	48 ea.	PAD HOLDER W/ CLIP - LEGAL SIZE - HAZEL 535, BLACK, BROWN, BURGUNDY	5.90	EA
141	72 ea.	PAD HOLDER W/ CLIP - LETTER SIZE - HAZEL 535, BLACK, BROWN, BURGUNDY	4.65	EA
142	5 pkgs.	PAPER 3R FILLER - 20# RULED/PLAIN - 8.5 X 5.5 NATL L4-14-251 - 100/PKG	2.00	PKG
143	5 pkgs.	PAPER 3R FILLER - 20# RULED/PLAIN - 9.5 X 6 - NATL L4-14-261 - 100/PKG	2.65	PKG
144	10 pkgs.	PAPER 3R FILLER - 20# RULED/PLAIN - 8.5 X 11 - WJ-L4-28 - 100/PKG	4.00	PKG

145	5 pkgs.	PAPER 3R FILLER - 20# RULED/PLAIN 8.5 X 11 - MYLAR REINFORCED - 100/PKG	3.00	PKG
146	3 gross	PAPER CLAMPS - BINDER CLIPS - 3/4" - #20	4.32	GR
147	3 gross	PAPER CLAMPS - BINDER CLIPS - 1 1/4" - #50	7.92	GR
148	1 gross	PAPER CLAMPS - BINDER CLIPS - 2" - #100	23.04	GR
149	1 gross	PAPER CLAMPS - BUTTERFLY - IDEAL LARGE	3.60	GR
150	1 gross	PAPER CLAMPS - BUTTERFLY - IDEAL SMALL	9.30	GR 1000=M Packed 50/Bx
151	36 ea.	PAPER CLIP HOLDERS - MAGNETIC	.55	EA
152	1000 bxs	PAPER CLIPS - #1 GEM - STANDARD - 10 BXS/CTN (1,000)	.10	BX
153	500 bxs	PAPER CLIPS - GEM JUMBO - 10 BXS/CTN (1,000)	.29	BX
154	10 bxs.	PAPER CLIPS, MAGNETIC - BOSTON 2026 - 1 1/4" (18 PER BOX)	.75	BX
155	10 bxs.	PAPER CLIPS, MAGNETIC - BOSTON 2027 - 2 1/4" (12 PER BOX)	.85	BX
156	36 bxs	PAPER FASTENERS - METAL (50/BOX) - #22 ACCO FASTENERS	1.40	BX
157	24 ea.	PAPER PUNCH - 1/2" ONE HOLE TICKET TYPE - like PREMIER 404	4.50	EA
158	20 ea.	PAPER PUNCH - 15 SHEETS - ADJUSTABLE 2 - 3 HOLE - MOVABLE HEADS	4.80	EA
159	12 ea.	PAPER SPINDLES	.95	EA
160	10 gross	PAPER-LEGAL RULED PADS - 5 X 8 - WHITE - 100 SHEETS PER PAD/PERFORATED	30.24	GR
161	10 gross	PAPER-LEGAL RULED PADS - 8 1/2 X 14 - WHITE - 100 SHEETS PER PAD/PERFORATED	56.88	GR
162	20 gross	PAPER-LEGAL RULED PADS - 8 1/2 X 11 3/4 - WHITE - 100 SHEETS PER PAD/PERFOR	46.08	GR
163	2 dzn.	PEN REFILLS - UNIVERSAL - BALL POINT - BLUE, BLACK & RED - MED & FINE POINT	.49	EA
164	1 gross	PENCIL - ASSTD. COLORS W/ERASERS, BEROL VERITHIN OR FABER CASTELL	2.28	DZN
165	1 gross	PENCIL - AUTOMATIC, PENTEL PRO/AM, P225	25.80	DZN
166	2 gross	PENCIL - AUTOMATIC, PENTEL QUICKER-CLICKER, TRANSPARENT BARRELL, 0.5MM	21.24	DZN
167	10 gross	PENCIL - BLACK LEAD - BLACKFEET INDIAN PENCIL, ALL GRADES, 12/BOX	5.88	GR
168	24 tubes	PENCIL - ERASER FOR PENTEL P225	.45	TB
169	50 tubes	PENCIL - ERASER FOR PENTEL QUICKER-CLICKER	.60	TB
170	100 tubes	PENCIL - LEAD FOR 0.5mm PENTEL SUPER HI-POLYMER LEADS	.41	TB
171	24 ea.	PENCIL CUPS - PLASTIC - BLACK	1.30	EA
172	10 ea.	PENCIL SHARPENERS - ATTACHABLE BASE - BEROL GIANT AP807	9.00	EA
173	12 ea.	PENCIL SHARPENERS - ELECTRIC - BOSTON 1716	21.60	EA

174	6 ea.	PENCIL SHARPENERS - VACUUM BASE - BOSTON 1069	12.85	EA
175	3 gross	PENS - BEROL F30 - BOLDLINER - ALL COLORS	36.72	GR
176	10 gross	PENS - BEROL F32 - THINLINER - ALL COLORS	36.72	GR
177	10 gross	PENS - BETTER BALL POINT BY PILOT - MEDIUM POINT - BLUE, BLACK	68.40	GR
178	5 gross	PENS - BETTER BALL POINT BY PILOT - FINE POINT - BLUE, BLACK	68.40	GR
179	6 gross	PENS - BIC - FINE POINT - BLACK, BLUE, RED, GREEN	10.80	GR
180	25 gross	PENS - BIC - ROUND STICK - MEDIUM POINT - BLACK, BLUE, RED, GREEN	10.80	GR
181	1 gross	PENS - EXPO DRY ERASE MARKER - ASST. COLORS	104.40	GR
182	1 gross	PENS - EXPO DRY ERASE MARKER - FINE POINT - ASST. COLORS	87.12	GR
183	1 gross	PENS - HI-LITERS - PEN STYLE - YELLOW, GREEN, BLUE, PINK, DENNISON	31.68	GR
184	10 gross	PENS - HI-LITERS - YELLOW, GREEN, BLUE, PINK - DENNISON	31.68	GR
185	2 gross	PENS - PAPERMATE - WRITE BROS. - MEDIUM BLUE & BLACK	10.80	GR
186	1 gross	PENS - PAPERMATE - WRITE BROS. FINE POINT BLUE & BLACK	10.80	GR
187	6 gross	PENS - PAPERMATE FLEXGRIP - MEDIUM, FINE POINT - BLACK, BLUE, RED	75.60	GR
188	5 gross	PENS - PEN STYLE PERMANENT MARKER - CARTER'S MARK III - ASST. COLORS	43.20	GR
189	24 ea.	PENS - STAY-PUT PEN - REFILL - W.T. ROGERS 21027/21026	2.30	EA
190	24 ea.	PENS - STAY-PUT PEN WITH HOLDER - W.T. ROGERS 21036 - BLACK/BLUE	3.10	EA
191	2 gross	PENS - WIDE MARKER - CARTER'S MARKS-A-LOT - REGULAR SIZE, ASST. COLORS	36.72	GR
192	3 gross	PENS - X-FINE POINT - SANFORD EXPRESSO, BLACK, RED, BLUE	73.44	GR
193	3 gross	POST-IT-NOTES - 1 1/2" X 2"	33.00	GR
194	2 gross	POST-IT-NOTES - 2" X 3"	57.60	GR
195	10 gross	POST-IT-NOTES - 3" X 3"	86.40	GR
196	5 gross	POST-IT-NOTES - 3" X 5"	105.84	GR
197	48 shts.	POSTER BOARD - 22" X 28" - WHITE	.33	EA
198	24 bxs.	PUSH PINS - PLASTIC HEADS - ASSTD. COLORS	.65	BX
199	48 bks.	RECEIPT BOOK - TRIPLICATE 4 PER PAGE/200 BOOK - REDIFORM 8L818 (CARBONLESS)	5.50	EA
200	24 ea.	REFERENCE BOOK - WEBSTER'S COLLEGIATE DICTIONARY - 9TH EDITION	12.50	EA
201	10 ea.	REFERENCE BOOKS - THESAURUS, ROGET'S II	7.50	EA
202	24 bxs.	REINFORCEMENTS - AVERY 5720	3.00	BX

203	500 ea.	REPORT COVERS - 3 DUO TANG FASTENERS - ASSTD. COLORS - DUOTANG 51258	.23	EA
204	600 ea.	REPORT COVERS - DOUBLE INSIDE POCKETS - W/ 3 FASTENERS - DUOTANG 54128	.32	EA
205	1000 ea.	REPORT COVERS - DOUBLE INSIDE POCKETS - W/O GUSSET - DUOTANG 50125	.21	EA
206	200 ea.	REPORT COVERS - PLASTIC WITH SLIDE-ON SPINE - CLEAR	.16	EA
207	50 ea.	REPORT COVERS - PLASTIC WITH SLIDE-ON SPINE - COLORED	.16	EA
208	50 ea.	REPORT COVERS, 11X8 1/2", END OPENING, VARIOUS COLORS - WILSON JONES 447-27	.98	EA
209	450 ea.	REPORT COVERS, 11X8", SIDE OPENING, VARIOUS COLOR - WILSON JONES 447-13**	.79	EA
210	50 ea.	REPORT COVERS, 14X8 1/2", END OPENING, VARIOUS COLORS - ACCOPRESS 1904	2.47	EA
211	20 bks.	ROLL BOOKS - 10 1/2" X 8 1/4" W/ 150 PAGES - BOORUM & PEASE 1470	18.07	EA
212	10 bks.	ROLL BOOKS - 10 1/2" X 8 1/4" W/300 PAGES - BOORUM & PEASE 1470	35.14	EA
213	24 EA.	ROLODEX CARD FILE - VIP-24	9.85	EA
214	12 ea.	ROLODEX CARD FILE - VIP-35	11.00	EA
215	20 bxs.	RUBBER BANDS - 1# BOX - ASSORTED SIZES	1.45	BX
216	100 bxs.	RUBBER BANDS - 1/4# BOX - ASSORTED SIZES	.40	BX
217	24 ea.	RULERS - 12" - WOOD W/ DOUBLE METAL EDGE	.50	EA
218	24 ea.	RULERS - 15" - WOOD W/ DOUBLE METAL EDGE	.70	EA
219	12 EA.	RULERS - 18" - WOOD W/ DOUBLE METAL EDGE	.80	EA
220	24 ea.	SCALES, PICKETT 331T - ENGINEER'S BEVEL SCALE	3.75	EA
221	24 ea.	SCALES, PICKETT P232 - ENGINEER'S SCALES	2.95	EA
222	50 ea.	SCISSORS - 8" - STRAIGHT - MEDIUM PRICED	2.32	EA
223	40 bxs.	SHEET PROTECTORS - ACETATE - 8 1/2 X 11 - CLINE 00010 - 50/BX.	3.00	BX
224	12 ea.	STAMP PAD INK - 1 1/2 OZ. - ASSTD. COLORS	1.35	EA
225	24 ea.	STAMP PAD INKER - ROLL-ON - SANFORD 587 - BLACK AND RED	1.05	EA
226	48 ea.	STAMP PADS - SANFORD #1 - BLACK AND RED	1.15	EA
227	12 ea.	STAMP PADS - SANFORD #2 - BLACK AND RED	1.59	EA
228	100 ea.	STAPLE REMOVER - ACE 600	.29	EA
229	12 ea.	STAPLERS - CLIPPER TYPE - ACE #702	14.63	EA
230	100 ea.	STAPLERS - DESK, STANDARD, ACCO 30	11.64	EA
231	300 bxs.	STAPLES - STANDARD - FOR DESK STAPLERS	.50	BX

232	10 bxs.	STAPLES - UNDULATED - ACE #700	1.79	BX
233	3 gross	STENO NOTEBOOKS - SPIRAL BOUND - WILSON JONES 1115W	.45	EA
234	2 gross	STORAGE BOXES - LIBERTY #11 - 12/BOX - 12 BXS/CTN	3.85	BX (Ea)
235	2 gross	STORAGE BOXES - LIBERTY #12 - 12/BOX - 12 BXS/CTN	4.35	BX (Ea)
236	24 bxs.	TABBING, STRIP - 1/2" SELF ADHESIVE 6" STRIPS, ASST'D COLORS - AIGNER OR AI	.60	BX
237	12 bxs.	TABBING, STRIP - 3/8" SELF ADHESIVE 6" STRIPS, ASST'D COLORS - AIGNER OR AI	.60	BX
238	48 rolls	TAPE - 202 SCOTCH MASKING - 1" X 60 YDS.	4.80	RL
239	24 rolls	TAPE - 202 SCOTCH MASKING - 2" X 60 YDS.	9.60	RL
240	48 rolls	TAPE - 230 SCOTCH DRAFTING - 1" X 60 YDS.	2.70	RL
241	24 rolls	TAPE - 230 SCOTCH DRAFTING - 3/4" X 60 YDS.	2.50	RL
242	100 rolls	TAPE - 3750 SCOTCH PACKAGING - 2" X 60 YDS. - CLEAR	2.75	RL
243	72 rolls	TAPE - 810 SCOTCH "BRAND MAGIC" - 1/2" X 1296"	1.25	RL
244	72 rolls	TAPE - 810 SCOTCH "BRAND MAGIC" - 3/4" X 2592"	2.55	RL
245	600 rolls	TAPE - 810 SCOTCH "BRAND MAGIC" - 3/4" X 1296"	1.60	RL
246	1 roll	TAPE - ADHESIVE BACKED MAGNETIC TAPE - 1/2" WIDE (100 FT PER ROLL)	10.00	RL
247	12 pkgs.	TAPE - DYMO LABELING TAPE - 1/4" - ASSTD. COLORS - 10/PKG	5.00	PKG
248	12 pkgs.	TAPE - DYMO LABELING TAPE - 1/2" - ASSTD. COLORS - 10/PKG	5.00	PKG
249	12 pkgs.	TAPE - DYMO LABELING TAPE - 3/8" - ASSTD. COLORS - 10/PKG	5.00	PKG
250	6 ea.	TAPE DISPENSERS - 3" CORE - FOR TAPE 1" X 2592 - SCOTCH C25	11.39	EA
251	24 ea.	TAPE DISPENSERS - FOR TAPE 3/4" X 1296 - SCOTCH C40	4.35	EA
252	48 ea.	TAPE DISPENSERS - HAND HELD - 1/2" - SCOTCH H-126	.30	EA
253	96 ea.	TAPE DISPENSERS - HAND HELD - 3/4" - SCOTCH H-127	.30	EA
254	300 bks.	TELEPHONE MESSAGE BOOKS, DUPLICATE COPIES - AIGNER 50-076 - 400 SETS/BOOK	2.90	EA
255	20 gross	TELEPHONE MESSAGE PADS, "WHILE YOU WERE OUT" 50/pad - AMPAD 23-000	12.96	GR
256	25 ea.	TELEPHONE TWISSTOP - IVORY AND BROWN	3.50	EA
257	12 bxs.	THUMB TACKS - NON-RUSTING METAL - LARGE (100/BOX)	.40	BX
258	10 bxs.	TRANSPARENCY FILM FOR PLAIN PAPER COPIERS/CLEAR - LABELON XTR 650 100/BX	26.20	EA
259	72 ea.	VERTICAL FILE - ELDON ADD-A-FILE SYSTEM #1601	1.55	EA
260	10 ea.	WASTEBASKETS - 12 1/4" - HEAVY DUTY RUBBER - RUBBERMAID 2955	1.90	EA

161	10 ea.	WASTEBASKETS - 15" - HEAVYDUTY RUBBER - RUBBERMAID 2956	2.19 EA	
		UNIT TOTALS		2660.81

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we
Pence-Dickens & Heeter, Inc.
P.O. Box 448, Mishawaka, IN 46546-0448
as Principal, hereinafter called the Principal, and THE CINCINNATI INSURANCE COMPANY

a corporation duly organized under the laws of the State of Ohio
as Surety, hereinafter called the Surety, are held and firmly bound unto
City of Fort Wayne
One Main Street, Room 350, Fort Wayne, Indiana
as Obligee, hereinafter called the Obligee, in the sum of

One Thousand Dollars and 00/100 1,000.00
Dollars ($),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Office Supplies - 1992

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 13th day of December 19 91

PENCE-DICKENS & HEETER, INC.
(Principal) (Seal)

(Witness)

W.J. Beck (Title) Treasurer

THE CINCINNATI INSURANCE COMPANY
(Surety) (Seal)

Connie S. Kendall
(Witness)

By: J. Don Crews
J. Don Crews, (Title) Attorney-in-fact

THE CINCINNATI INSURANCE COMPANY

Cincinnati, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

David D. Gibson; J. Don Crews; Gregory S. Downes; Sandra K. Wallace; Barbara E. Pearson; Connie S. Kendall; Dorothy H. Neilson and/or Madelyn M. Collins

of Plymouth, Indiana its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, up to Ten Million and No/100 Dollars ($10,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary and Treasurer and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Senior Vice President this 14th day of June, 1989.

The Cincinnati Insurance Company CORPORATE SEAL OHIO

THE CINCINNATI INSURANCE COMPANY

Senior Vice President

STATE OF OHIO) ss:
COUNTY OF)

On this 14th day of June, 1989, before me came the above-named Senior Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.

HENRY G. BERLON, Attorney At Law
Notary Public State of Ohio
My commission has no expiration date.
Section 147.03 R. C.

I, the undersigned Secretary and Treasurer of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 13th day of December 1991.

The Cincinnati Insurance Company CORPORATE SEAL OHIO

Secretary and Treasurer

BN-1005 (6/89)

Read the first time in full and on motion by Gen Jenkins, seconded by Edmonds and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council ~~Conference Room 128~~, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock ____.M., E.S.T.

DATED: 2-11-92.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Gen Jenkins, seconded by Talarico, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	9			
BRADBURY	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
LUNSEY	✓			
RAVINE	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 2-25-92

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ ~~(GENERAL)~~ (SPECIAL) ~~(ZONING)~~ ORDINANCE ~~RESOLUTION~~ NO. S-43-92 on the 25th day of February, 1992

ATTEST:

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

(SEAL)

Thomas C. Hoy
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 26th day of February, 1992, at the hour of 1:30 o'clock P.M., E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 28th day of February, 1992, at the hour of 8:20 o'clock A.M., E.S.T.

PAUL HELMKE, MAYOR

BILL NO. S-92-02-05

REPORT OF THE COMMITTEE ON FINANCE

MARK E.GiaQUINTA, CHAIRMAN
CLETUS R. EDMONDS, VICE CHAIRMAN
LUNSEY, LONG, RAVINE

WE, YOUR COMMITTEE ON FINANCE TO WHOM

WAS REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ approving the awarding of Reference #5038 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and PENCE-DICKENS & HEETER, INC. for the Office Services Department

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Mark E. GiaQuinta			
Cletus Edmonds			
Thomas Ravine			
C R Edmonds			

DATED: 2-25-92.

Sandra E. Kennedy
City Clerk

DIGEST SHEET

TITLE OF ORDINANCE: Special

S-92-02-05

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Reference No. 5038 for office supplies for the City of Fort Wayne through the Office Services Department for 1992.

IF NOT LOWEST, WHO WAS AND WHY WERE THEY NOT AWARDED:

EFFECT OF PASSAGE: Purchase of office supplies for 1992.

IF REPLACEMENT, WHAT NECESSITATES:

EFFECT OF NON-PASSAGE: Will not be able to purchase office supplies in a timely and efficient manner.

MONIES INVOLVED: P D H Inc. $40957.00+/-

ACCOUNT INFO: Office Services 701-906-A154-4219

PRICE AGREEMENT: YES

PURCHASE ORDER: NO

SOURCE OF FUNDING: Office Services

PRIOR APPROVAL: No DATE:
(IF APPLICABLE)